

**Data Base Documentation**  
**Preliminary Data File: Public Libraries Survey, FY 97**

**(World Wide Web address: <http://nces.ed.gov>)**

**Federal-State Cooperative System  
for Public Library Data**

**U.S. Department of Education  
National Center for Education Statistics**

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### Public Libraries Survey

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## Preliminary Data File: Public Libraries Survey, Fiscal Year 1997

### I. Introduction

This preliminary data file for the Public Libraries Survey (PLS), Fiscal Year 1997 makes preliminary, but state-authorized, data available to users. The preliminary file will remain available until the release of the final file. The preliminary file should, therefore, be used with caution, as changes to the data may subsequently be made as a result of NCES's editing process and the adjudication process.

The PLS is conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System for Public Library Data (FSCS). State data coordinators appointed by the chief officers of state library agencies submit the data for this voluntary survey, using customized survey software provided by NCES. NCES conducts the survey in fulfillment of a congressional mandate to collect, analyze, and report full and complete statistics on the condition of education in the United States.

The survey collects data from the 50 States and the District of Columbia on public libraries and their outlets; on library entities that provide public library services but do not meet the definition of a public library, (i.e., state library agencies, and systems, federations, and cooperative services); on state library outlets; and on selected characteristics of the state data submission.<sup>1</sup>

The reporting unit for the survey is the *administrative entity*, defined as the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group (for example, the population of a local jurisdiction, the population of a state, or the public libraries located in a particular region). The administrative entity may be administrative only and have no outlets, it may have a single outlet, or it may have multiple outlets.

The FY 97 survey collected data on 50 items from public libraries -- 38 basic data items and 12 identification items. (The basic data for a multiple-outlet library are provided to NCES as aggregate data.) The basic data include the library's population of legal service area, number of full-time equivalent paid staff, service outlets, library materials, operating income and expenditures, capital outlay, circulation, reference transactions, library visits, public service hours, interlibrary loans, circulation of children's materials, and children's program attendance, and electronic services. The identification items include the library's name, address, telephone number, county, interlibrary relationship, type of governance, administrative structure, and its qualification as an FSCS public library.

The 12 identification items were also collected from the other types of administrative entities that responded to this survey (state library agencies, federations, systems, and cooperatives). In addition, the survey collected 12 items on each public library outlet and state library outlet. These items include the outlet's name, address, telephone number, county, type of outlet, metropolitan status, population of legal service area, number of bookmobiles, and Web address. Finally, 4 items were collected on characteristics of the state data submission, including the fiscal year reporting period (starting and ending dates), official state total population estimate, and total unduplicated population of legal service areas.

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<sup>1</sup>The FSCS public library definition is provided in Appendix G, in the Administrative Entity Definitions (item 7D).

Five data base files, in Microsoft Access format, are generated from the FY 97 Public Libraries Survey:

1. **Public Library Data File (PUBLIB97.MDB).** Includes data for the universe of public libraries in the 50 states and the District of Columbia as identified by state library agencies (8,946 were reported in FY 96). The public library records are divided into 14 parts, corresponding to sections of the survey and the record layout: Identification, Population, Service Outlets, FTE Staff, Operating Income, Operating Expenditures, Capital Outlay, Library Collection, Public Service Hours Per Year, Services Per Typical Year, Circulation, Interlibrary loans, Children's services, and Electronic Technology.
2. **Public Library State Summary/State Characteristics File (SUMCHR97.MDB).** Includes:
  - a) State summary data. These data are generated from the Public Library Data File by summing the individual data fields for all public library administrative entity records by state, for the 50 states and the District of Columbia.
  - b) State characteristics data. These data are from a state characteristics record that is completed by the state data coordinator, consisting of four items for each of the 50 states and the District of Columbia: the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas in the state.
3. **Public Library Outlet File (PLOUT97.MDB).** Includes identifying information and a few basic data items on public library service outlets (centrals/main, branches, bookmobiles, and books-by-mail only) in the 50 states and the District of Columbia (16,879 were reported in FY 96);
4. **Administrative Entities Only/State Library File (PLAOSL97.MDB).** Includes identifying information on state library agencies and “administrative entities only” (Not all states report all such entities; 129 were reported in FY 96); and
5. **State Library Outlet File (SLOUT97.MDB).** Includes identifying information and a few basic data items on state library outlets (10 were reported in FY 96).

## **II. User’s Guide**

### **A. Survey Methodology**

#### **Survey Universe**

The survey universe is composed of the public libraries in the 50 states and the District of Columbia that are identified by the state library agencies. Data were not collected from military libraries that provide public library service or from libraries that serve residents of state institutions. Data were not collected systematically from libraries on Native American reservations, although Native American Tribal Government was added as a reporting category under the survey item called Legal Basis Code (the local government structure within which the library functions).

#### **Survey Response**

**Unit Response.** The response rate to the Public Libraries Survey is generally 97 to 99 percent. Respondents are

defined as public library administrative entities (1) that responded to at least three of the five following items: total paid employees, total income, total operating expenditures, book/serial volumes, and total circulation, and (2 ) for which population of legal service area was reported (this item is answered by the state data coordinator).

**Item Response.** NCES statistical standards specify that items with a response rate of less than 70 percent should not be tabulated or used in analysis. For nationwide totals, response rates do not generally fall below 70 percent for any item. However, for statewide totals, response rates may fall below 70 percent for some items.

### **Caveats for Using these Data**

**Using the Data to Make Comparisons.** The preliminary data are not adjusted for nonresponse. Therefore, the user should exercise caution when making inferences or forming conclusions from the data, as state and national totals may be underestimated. State comparisons should be made with caution as states may vary in their response rates, fiscal year reporting periods, and adherence to survey definitions. If the user computes ratios of one item to another, only those public libraries responding to both items should be included in the computation. The District of Columbia, while not a state, is included in the survey. Special care should be used in comparing District of Columbia data with state data. The state of Hawaii reports as one public library.

**Reporting Period.** The FY 97 PLS requests data for state fiscal year 1997. Most states report data for the 12-month period of July to June or January to December (a total of 10 different reporting periods were used by states in FY 96). In addition, fiscal-year reporting periods vary among localities in some states; in such cases, the state provided the earliest starting date and latest ending date reported. Therefore, the reporting period for some states may span more than a 12-month period. However, in these states, each public library reported data for a 12-month period. Finally, in some states, some public libraries may report data for FY 95 or FY 96.

### **Survey Data Items**

The definitions of PLS data items are provided in Appendix G. The definitions used by states in collecting data from their public libraries may vary from the PLS definitions. The Definitions Subcommittee of the FSCS Steering Committee works with the states to resolve such inconsistencies.

The PLS collects data on three population items: the Population of the Legal Service Area of each public library administrative entity; the Total Unduplicated Population of Legal Service Areas in the state, and the Official State Total Population Estimate. The population data are provided by the state data coordinator, not the public library. There are significant methodological differences among the states in the calculation of these data, and the time periods may vary for the population counts.

The total population of legal service area for all public libraries in a state may, in some cases, exceed the total unduplicated population of legal service areas for the state or the official state total population estimate. This is because adjacent libraries may serve, and therefore count, the same population. For example, a county library and a city library within the county may both receive income from the same city, so both may serve and count the same population.

In order to do meaningful analysis of data based on population of legal service areas, such as total circulation per capita, the population of legal service area data in states with overlapping service areas are adjusted to eliminate duplicative reporting. The PLS file has a derived variable, the unduplicated population of legal service area for *each library*, for this purpose. This value is calculated by prorating each library's reported population of legal service area to the total population of the legal service area for the state, and applying the ratio to the state's total unduplicated population of legal service areas.

## Survey Software and Data Collection Process

Data reported on the PLS are usually only part of the data that most states collect from their local public libraries. The states report the PLS data using customized survey software provided by NCES, although they may collect the data from their public libraries on paper forms or electronically. The software provided by NCES is called DECPLUS (Data Entry Conversion, Public Library Universe System). DECPLUS permits direct data entry or the import of data by from machine-readable files (e.g., Lotus 1-2-3-, dBASE, or ASCII). DECPLUS generates on-screen edits during the import or data entry process, enabling the respondent to review questionable data and correct errors immediately. DECPLUS also generates an edit report of questionable data for further review and revision, and tables of state- or library-level data. In addition, DECPLUS is used at the federal level to merge the state files, perform additional edits, and generate the data file.

DECPLUS performs four types of data edit checks:

1. **Relational edit checks.** A data consistency check between related data elements. For example, an error message is generated if the number of ALA-MLS Librarians is greater than Total Librarians.
2. **Out-of-range edit checks.** A comparison of data reported for an item to the "acceptable range" of values. Performed on current-year and historical (current-year vs. past-year) data. For example, an error message is generated if average Public Service Hours per outlet per week is less than 10, or if Total Circulation reported this year is not within  $\pm 5,000$  or  $+25\%$  to  $-10\%$  of last year's value for Total Circulation.
3. **Arithmetic edit checks.** An arithmetical accuracy check of a reported total and its parts to the generated total. For example, an error message is generated if Total Operating Expenditures is not equal to the sum of its parts (Total Staff Expenditures, Collection Expenditures, and Other Operating Expenditures).
4. **Blank/zero/invalid edit checks.** A check of reported data against acceptable values. For example, an error message is generated if Book/Serial Volumes is 0 or blank.

The survey was mailed in June 1997 and had a due date of October 31, 1997. After submissions are received from all 50 states and the District of Columbia, a preliminary file is reviewed by NCES, and draft tables for the survey publication *E.D. TABS: Public Libraries in the United States: 1997* are reviewed by the FSCS Steering Committee and NCES. Based on these reviews, NCES contacts the states for verification or correction of any questionable data before creation of the final file. The Bureau of the Census, within the Department of Commerce, performs survey processing functions through an interagency agreement with NCES.

## Additional Information

Additional information on public library statistics can be obtained by calling Adrienne Chute (202) 219-1772 or Elaine Kroe (202) 219-1361, or by writing to them at Elementary/Secondary and Libraries Studies Division, National Center for Education Statistics, 555 New Jersey Avenue NW, Washington, DC 20208-5652.

## B. Guidelines for Processing Public Libraries Survey Data, FY 97

### General Information on the Survey

The Public Libraries Survey collects data on survey software called DECPLUS. At survey mail-out, all numeric data cells are initialized with -2. States cannot save their survey files for transmission to NCES if a -2 remains in any data cell. On the preliminary file, data fields that are blank or that contain -1 represent nonresponse to the data

item. Missing data are not imputed on the preliminary file. A zero (0) is a reported response and indicates the entity had none of the item. A total of five files are generated, in Microsoft Access format (see Introduction). The preliminary file contains data for some or all of the 50 states and the District of Columbia.

## Appendix A—Record Layout for Public Library Data File, Fiscal Year 1997

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
<b>IDENTIFICATION</b>				
LIBID	20	A	01	Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state did not assign a code.
LIBNAME	45	A	02	Name of library
ADDRESS	35	A	03	Street address of library
CITY	17	A	04	City or town of library
ZIP1	05	A	05	Standard five-digit postal zip code for street address of administrative entity
ZIP2	04	A	06	Four-digit postal zip code extension for street address of administrative entity
PHONE	10	A	07	Telephone number, in following format: area code/exchange/number (for example, 7037315072)
<b>POPULATION</b>				
POPU	09	N	08	Population of the Legal Service Area
<b>SERVICE OUTLETS</b>				
CENTLIB	03	N	09	Number of central libraries
BRANLIB	03	N	10	Number of branch libraries
BKMOB	03	N	11	Number of bookmobiles
<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b>				
MASTER	09	N	13	Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
LIBRARIAN	09	N	14	Total number of FTE employees holding the title of librarian. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
OTHPAID	10	N	15	All other paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
TOTPEMP	10	N	16	Total paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
<b>OPERATING INCOME</b>				
LOGGVT	09	N	17	Operating income from local government
STGGVT	09	N	18	Operating income from state government
FEDGVT	09	N	19	Operating income from federal government
OTHINCM	09	N	20	Other operating income (i.e., income not included in LOGGVT, STGGVT, and FEDGVT)
TOTINCM	10	N	21	Total income (includes LOGGVT, STGGVT, FEDGVT, AND OTHINCM)



## Appendix A—Record Layout for Public Library Data File, Fiscal Year 1997

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
<b>OPERATING EXPENDITURES</b>				
SALARIES	09	N	22	Salaries and wages for all library staff
BENEFIT	09	N	23	Employee benefits for all library staff
TOTEXP	09	N	24	Total staff expenditures (includes SALARIES and BENEFIT)
TOTEXPCOL	09	N	25	Total expenditures on library collection
OTHOPEXP	09	N	26	Other operating expenditures (i.e., expenditures not included in TOTEXP and TOTEXPCOL)
TOTOPEXP1	10	N	27	Total operating expenditures (includes TOTEXP, TOTEXPCOL, and OTHOPEXP)
<b>CAPITAL OUTLAY EXPENDITURES</b>				
CAPITAL	09	N	28	Expenditures for capital outlay
<b>LIBRARY COLLECTION</b>				
BKVOL	09	N	29	Number of books and serial volumes
AUDIO	09	N	30	Number of audio materials
VIDEO	09	N	32	Number of video materials
SUBSCRIPT	09	N	33	Number of current serial subscriptions
<b>PUBLIC SERVICE HOURS</b>				
DUPLI	08	N	35	Total annual public service hours for all outlets of the public library
<b>LIBRARY SERVICES</b>				
ATTEND	09	N	36	Total annual library visits
REFERENCE	09	N	38	Total annual reference transactions
<b>CIRCULATION</b>				
TOTCIR	09	N	39	Total annual circulation transactions
<b>INTER-LIBRARY LOANS</b>				
LOANTO	06	N	40	Total annual loans provided to other libraries
LOANFM	06	N	41	Total annual loans received from other libraries
<b>CHILDREN'S SERVICES</b>				
KIDCIRCL	09	N	42	Total annual circulation (including renewals) of all children's materials in all formats to all users
KIDATTEND	09	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children

## Appendix A—Record Layout for Public Library Data File, Fiscal Year 1997

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
<b>IDENTIFICATION</b> (continued)				
C_RELATN	02	A	7A	Interlibrary Relationship Code HQ - Headquarters of a system, federation, or cooperative service ME - Member of a system, federation, or cooperative service, but not the headquarters NO - Not a member of a system, federation, or cooperative service
C_LEGBASE	02	A	7B	Legal Basis Code AP - Combined Academic/Public Library CI - Municipal government (city, town, or village) CO - County/Parish MJ - Multi-jurisdictional NL - Native American Tribal Government NP - Non-profit Association or Agency SC - School District SD - Special Library District (authority, board, or commission) SL - State Library Agency SP - Combined School Media Center/Public Library OT - Other
C_ADMIN	02	A	7C	Administrative Structure Code AO - Administrative Entity Only MA - Administrative Entity with multiple direct service outlets where administrative offices are separate MO - Administrative Entity with multiple direct service outlets where administrative offices are not separate SO - Single Outlet Administrative Entity
CNTY	17	A	4A	County of library
C_FSCS	01	A	7D	FSCS Public Library Definition (public library meets all the criteria) Y - Yes N - No
<b>ELECTRONIC TECHNOLOGY</b>				
ELMATEXP	09	N	44	Operating expenditures for library materials in electronic format
ELACCEXP	09	N	45	Operating expenditures for electronic access
ELMATS	09	N	46	Number of library materials in electronic format
ELSVCACC	01	A	47	Library access to electronic services Y - Yes N - No
INETACC	01	A	48	Library access to the Internet Y - Yes N - No

## Appendix A—Record Layout for Public Library Data File, Fiscal Year 1997

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
INETUSE	02	A	49	Internet Use Code ST - Library staff only PI - Patrons through a staff intermediary only PE - Patrons either directly or through a staff intermediary
POPU_UNDUP	09	N	—	Unduplicated population of the legal service area for the library. NCES calculated this value by prorating the library's population of legal service area to the state's total population of legal service areas, and applying the ratio to the state's UNDUPLICATED population of legal service areas.
FSCSKEY	06	A	1A	Library identification code assigned by NCES
STABR	02	A	—	Post Office state abbreviation code. See Appendix H for list of Post Office State Codes.
PUB_FIPS	02	A	—	Two-digit FIPS Code. See Appendix H for list of FIPS Codes.
CNTYFIPS	03	A	—	Three-digit County FIPS Code.
YR	02	A	—	FSCS submission year of public library data
OBEREG	02	A	—	OBE Region Code. 00 - U.S. Service Schools 01 - New England - CT ME MA NH RI VT 02 - Mid East - DE DC MD NJ NY PA 03 - Great Lakes - IL IN MI OH WI 04 - Plains - IA KS MN MO NE ND SD 05 - Southeast - AL AR FL GA KY LA MS NC SC TN VA WV 06 - Southwest - AZ NM OK TX 07 - Rocky Mountains - CO ID MT UT WY 08 - Far West - AK CA HI NV OR WA 09 - Outlying Areas - AS FM GU MH MP PR PW VI

1. The Public Library Data File (PUBLIB97.MDB) was generated from the Administrative Entity File of DECPLUS, the survey software and source of the raw data. The survey items are displayed on the Administrative Entity data entry screens (see Appendix F).
2. In the record layout:  
N = Numeric field. Only the digits 0-9 are allowed.  
A = Alpha character field; may include digits 0-9.  
— = Not applicable.
3. Data fields that are blank or -1 indicate nonresponse to the item.

**Appendix B—Record Layout for Public Library State Summary/State Characteristics File, Fiscal Year 1997**

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
<b>POPULATION</b>				
POPU	11	N	08	Population of the Legal Service Areas
<b>SERVICE OUTLETS</b>				
CENTLIB	05	N	09	Number of central libraries
BRANLIB	05	N	10	Number of branch libraries
BKMOB	05	N	11	Number of bookmobiles
<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b>				
MASTER	11	N	13	Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
LIBRARIAN	11	N	14	Total number of FTE employees holding the title of librarian. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
OTHPAID	12	N	15	All other paid FTE employees. This field consists of 7 integers and 2 decimals with an explicit decimal point.
TOTPEMP	12	N	16	Total paid FTE employees. This field consists of 7 integers and 2 decimals with an explicit decimal point.
<b>OPERATING INCOME</b>				
LOCGVT	11	N	17	Operating income from local government
STGVT	11	N	18	Operating income from state government
FEDGVT	11	N	19	Operating income from federal government
OTHINCM	11	N	20	Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT)
TOTINCM	12	N	21	Total income (includes LOCGVT, STGVT, FEDGVT, and OTHINCM)
<b>OPERATING EXPENDITURES</b>				
SALARIES	11	N	22	Salaries and wages for all library staff
BENEFIT	11	N	23	Employee benefits for all library staff
TOTEXP	11	N	24	Total staff expenditures (includes SALARIES and BENEFIT)
TOTEXPCOL	11	N	25	Total expenditures on library collection
OTHOPEXP	11	N	26	Other operating expenditures (i.e., expenditures not included in TOTEXP and TOTEXPCOL)
TOTOPEXP1	12	N	27	Total operating expenditures (includes TOTEXP, TOTEXPCOL, and OTHOPEXP)

## Appendix B—Record Layout for Public Library State Summary/State Characteristics File, Fiscal Year 1997

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
<b>CAPITAL OUTLAY EXPENDITURES</b>				
CAPITAL	11	N	28	Expenditures for capital outlay
<b>LIBRARY COLLECTION</b>				
BKVOL	11	N	29	Number of books and serial volumes
AUDIO	11	N	30	Number of audio materials
VIDEO	11	N	32	Number of video materials
SUBSCRIPT	11	N	33	Number of current serial subscriptions
<b>PUBLIC SERVICE HOURS</b>				
DUPLI	10	N	35	Total annual public service hours for all outlets of the public library
<b>LIBRARY SERVICES</b>				
ATTEND	11	N	36	Total annual library visits
REFERENCE	11	N	38	Total annual reference transactions
<b>CIRCULATION</b>				
TOTCIR	11	N	39	Total annual circulation transactions
<b>INTER-LIBRARY LOANS</b>				
LOANTO	08	N	40	Total annual loans provided to other libraries
LOANFM	08	N	41	Total annual loans received from other libraries
<b>CHILDREN'S SERVICES</b>				
KIDCIRCL	09	N	42	Total annual circulation (including renewals) of all children's materials in all formats to all users
KIDATTEND	09	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children
<b>ELECTRONIC TECHNOLOGY</b>				
ELMATEXP	11	N	44	Operating expenditures for library materials in electronic format
ELACCEXP	11	N	45	Operating expenditures for electronic access
ELMATS	11	N	46	Number of library materials in electronic format
PERIOD_POP	10	N	5A	Total unduplicated population of legal service areas Note: This is a state-reported figure (this item is on the State Characteristics data entry screen).
PERIOD_EST	10	N	05	Official state total population estimate (this item is on the State Characteristics data entry screen).

## Appendix B—Record Layout for Public Library State Summary/State Characteristics File, Fiscal Year 1997

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
PERIOD_PSM	05	A	03	Reporting period starting date, in following format: month/year (for example, 07/96) (This item is on the State Characteristics data entry screen).
PERIOD_PEM	05	A	04	Reporting period ending date, in following format: month/year (for example, 06/97) (This item is on the State Characteristics data entry screen).
STABR	02	A	—	Two-character Post Office State Code. See Appendix H for list of Post Office State Codes.
PUB_FIPS	02	A	—	Two-digit FIPS Code. See Appendix H for list of FIPS Codes.
YR	02	A	—	FSCS submission year of public library data
OBEREG	02	A	—	OBE Region Code. 00 - U.S. Service Schools 01 - New England - CT ME MA NH RI VT 02 - Mid East - DE DC MD NJ NY PA 03 - Great Lakes - IL IN MI OH WI 04 - Plains - IA KS MN MO NE ND SD 05 - Southeast - AL AR FL GA KY LA MS NC SC TN VA WV 06 - Southwest - AZ NM OK TX 07 - Rocky Mountains - CO ID MT UT WY 08 - Far West - AK CA HI NV OR WA 09 - Outlying Areas - AS FM GU MH MP PR PW VI

### NOTES:

1. The Public Library State Summary/State Characteristics File (SUMCHR97.MDB is generated from the Administrative Entity File and State Characteristics File of DECPLUS, the survey software and source of the raw data. The survey items are displayed on the Administrative Entity or State Characteristics data entry screens (see Appendix F).
2. In the record layout:  
N = Numeric field. Only the digits 0-9 are allowed.  
A = Alpha character field; may include digits 0-9.  
— = Not applicable.
3. Data fields that are blank or -1 indicate nonresponse to the item.

### Appendix C—Record Layout for Public Library Outlet File, Fiscal Year 1997

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
K_DECTOP	06	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called K_SEQ  Note: The K_DECTOP code is the same as the FSCSKEY code on the Public Library Data File.
LIB_CODE	20	A	01	Outlet identification code assigned by the state. NCES assigns the K_DECTOP code to this field if the state did not assign a code.
LIB_NAME	45	A	02	Name of outlet
LIB_ADDR	35	A	03	Complete street address of outlet
LIB_CITY	17	A	04	City or town of outlet
LIB_ZIP	05	A	06	Standard five-digit postal zip code for street address of outlet
LIB_ZIP4	04	A	07	Four-digit postal zip code extension for street address of outlet
LIB_PHONE	10	A	08	Telephone number of the outlet, in following format: area code/exchange/number (for example, 7037315072)
LIB_CNTY	17	A	05	County of outlet
C_OUT_TYP	02	A	09	Outlet Type CE - Central Library BR - Branch Library BS - Bookmobile(s) BM - Books-by-Mail Only
C_MSA	02	A	10	Metropolitan Status Code CC - Within the city limits of the central city of a Metropolitan Area NC - Metropolitan Area, but not within central city limits NO - Not in a Metropolitan Area UK - Unknown
C_SER_POP	01	A	11	Population of the Legal Service Area by Outlet A - 1-999 B - 1,000-2,499 C - 2,500-4,999 D - 5,000-9,999 E - 10,000-24,999 F - 25,000-49,999 G - 50,000-99,999 H - 100,000-249,999 I - 250,000-499,999 J - 500,000 or more U - Unknown

## Appendix C—Record Layout for Public Library Outlet File, Fiscal Year 1997

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
LIB_NUM_BM	02	N	12	Number of bookmobiles in the bookmobile outlet record (record with C_OUT_TYP = BS)
WEB_ADDR	50	A	13	Web address of the outlet.
K_SEQ	03	A	—	Outlet's unique three-digit suffix to K_DECTOP code, assigned by NCES.
STABR	02	A	—	Two-character Post Office State Code for the outlet. See Appendix H for list of Post Office State Codes.
PUB_FIPS	02	A	—	Two-digit FIPS Code. See Appendix H for list of FIPS Codes.
CNTYFIPS	03	A	—	Three-digit County FIPS Code.
YR	02	A	—	FSCS submission year of public library data

### NOTES:

1. The Public Library Outlet File (PLOUT97.MDB) was generated from the Outlet File of DECPLUS, the survey software and source of the raw data. The survey items are displayed on the Outlet data entry screen (see Appendix F).
2. In the record layout:  
N = numeric field. Only the digits 0-9 are allowed.  
A = Alpha character field; may include digits 0-9.  
— = Not applicable.
3. Data fields that are blank or -1 indicate nonresponse to the item.



# Appendix D—Record Layout for Administrative Entities Only/State Library File, Fiscal Year 1997

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
LIBID	20	A	01	Administrative Entity Only/State Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state does not assign a code.
LIBNAME	45	A	02	Name of library
ADDRESS	35	A	03	Street address of library
CITY	17	A	04	City or town of library
ZIP1	05	A	05	Standard five-digit postal zip code for the street address of administrative entity
ZIP2	04	A	06	Four-digit postal zip code extension for the street address of administrative entity
PHONE	10	A	07	Telephone number, in following format: area code/exchange/number (for example, 7037315072)
C_RELATN	02	A	7A	Library System Relationship Code HQ - Headquarters of a system, federation, or cooperative service ME - Member of a system, federation, or cooperative service, but not the headquarters NO - Not a member of a system, federation, or cooperative service
C_LEGBASE	02	A	7B	Legal Basis Code AP - Combined Academic/Public Library CI - Municipal government (city, town, or village) CO - County/Parish MJ - Multi-jurisdictional NL - Native American Tribal Government NP - Non-profit Association or Agency SC - School District SD - Special Library District (authority, board, or commission) SL - State Library Agency SP - Combined School Media Center/Public Library OT - Other
C_ADMIN	02	A	7C	Administrative Structure Code AO - Administrative Entity Only MA - Administrative Entity with multiple direct service outlets where administrative offices are separate MO - Administrative Entity with multiple direct service outlets where administrative offices are not separate SO - Administrative Entity with a single direct service outlet
CNTY	17	A	4A	County of library
C_FSCS	01	A	7D	FSCS Public Library Definition (public library meets all the criteria) Y - Yes N - No

## Appendix D—Record Layout for Administrative Entities Only/State Library File, Fiscal Year 1997

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
FSCSKEY	06	A	1A	Identification code assigned by NCES
STABR	02	A	—	Post Office state abbreviation code. See Appendix H for list of State Codes
PUB_FIPS	02	A	—	Two-digit FIPS Code. See Appendix H for list of FIPS Codes.
CNTYFIPS	03	A	—	Three-digit County FIPS Code.
YR	02	A	—	FSCS submission year of public library data

### NOTES:

1. The Administrative Entities Only\State Library File (PLAOSL97.MDB) was generated from the Administrative Entity File of DECPLUS, the survey software and source of the raw data. The survey items are displayed on the Administrative Entity data entry screens (see Appendix F).
2. In the record layout:  
N = Numeric field. Only the digits 0-9 are allowed.  
A = Alpha character field; may include digits 0-9.  
— = Not applicable.
3. Data fields that are blank or -1 indicate nonresponse to the item.

## Appendix E—Record Layout for State Library Outlet File, Fiscal Year 1997

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
K_DECTOP	06	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called K_SEQ  Note: The K_DECTOP code is the same as the FSCSKEY code on the Administrative Entities Only/State Library File.
LIB_CODE	20	A	01	Outlet identification code assigned by the state. NCES assigns the K_DECTOP code to this field if the state did not assign a code.
LIB_NAME	45	A	02	Name of outlet
LIB_ADDR	35	A	03	Complete street address of outlet
LIB_CITY	17	A	04	City or town of outlet
LIB_ZIP 05	A	06		Standard five-digit postal zip code for street address of outlet
LIB_ZIP4	04	A	07	Four-digit postal zip code extension for street address of outlet
LIB_PHONE	10	A	08	Telephone number of the outlet, in following format: area code/exchange/number (for example, 7037315072)
LIB_CNTY	17	A	05	County of outlet
C_OUT_TYP	02	A	09	Outlet Type CE - Central Library BR - Branch Library BS - Bookmobile(s) BM - Books-by-Mail Only
C_MSA	02	A	10	Metropolitan Status Code CC - Within the city limits of the central city of a Metropolitan Area NC - Metropolitan Area, but not within central city limits NO - Not in a Metropolitan Area
C_SER_POP	01	A	11	Population of the Legal Service Area by Outlet A - 1 - 999 B - 1,000 - 2,499 C - 2,500 - 4,999 D - 5,000 - 9,999 E - 10,000 - 24,999 F - 25,000 - 49,999 G - 50,000 - 99,999 H - 100,000 - 249,999 I - 250,000 - 499,999 J - 500,000 or more U - Unknown

## Appendix E—Record Layout for State Library Outlet File, Fiscal Year 1997

See notes at end of record layout.

Variable name	Field length	Data type	Survey item	Description
LIB_NUM_BM	02	N	12	Number of bookmobiles in the Bookmobile Service. (See C_OUT_TYP.)
WEB_ADDR	50	A	13	Web address of the outlet.
K_SEQ	03	A	—	Outlet's unique three-digit suffix to K_DECTOP code, assigned by NCES.
STABR	02	A	—	Two-character Post Office State Code for the outlet. See Appendix D for list of Post Office State Codes.
PUB_FIPS	02	A	—	Two-digit FIPS Code. See Appendix D for list of FIPS Codes.
CNTYFIPS	03	A	—	Three-digit County FIPS Code.
YR	02	A	—	FSCS submission year of public library data

1. The State Library Outlet File (SLOUT97.MDB) is generated from the Outlet File of DECPLUS, the survey software and source of the raw data. The survey items are displayed on the Outlet data entry screen (see Appendix F).
2. In the record layout:
  - N = Numeric field. Only the digits 0-9 are allowed.
  - A = Alpha character field; may include digits 0-9.
  - = Not applicable.
3. Data fields that are blank or -1 indicate nonresponse to the item.

```

STATE CHARACTERISTICS DATA ENTRY SCREEN

+-----+
01      WYOMING STATE CHARACTERISTICS
02      FOR FSCS SUBMISSION YEAR 1998
03 Reporting Period Starting Date (MM/YY):  /-2
04 Reporting Period Ending Date (MM/YY):    /-2
05 Official State Total
    Population Estimate:                      -2
5A Total Unduplicated Population
    of Legal Service Areas:                  -2
+-----+

<F1> Help

```

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### Administrative Entity Data Entry Screens (pp. 2 and 3)

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 2 -+
| LIB ID#:      002              FSCS ID#: WY0001  NAME: ALBANY COUNTY LIBRARY SYSTEM |
|                                                    [FY97] |
|----- OPERATING EXPENDITURES ----- PUBLIC SERVICE HOURS PER YEAR -----|
| 22 Salary & Wages Exp:          -2 | 35 Public Service Hrs/Yr:          -2 |
| 23 Employee Benefits:          -2 |                                     |
| 24 Total Staff Exp:            -2 |----- SERVICES PER TYPICAL YEAR -----|
| 25 Collection Exp:            -2 | 36 Library Visits:                -2 |
| 26 Other Operating Exp:        -2 | 38 Reference Transactions:        -2 |
| 27 Total Operating Exp:        -2 |                                     |
|----- CAPITAL OUTLAY -----|
| 28 Capital Outlay:            -2 |----- CIRCULATION -----|
|                                     | 39 Total Circulation:              -2 |
|----- LIBRARY COLLECTION -----|
| 29 Book/Serial Volumes:        -2 |----- INTER-LIBRARY LOANS -----|
| 30 Audio:                     -2 | 40 Provided To:                   -2 |
| 32 Video:                     -2 | 41 Received From:                 -2 |
| 33 Subscriptions:              -2 |----- CHILDREN'S -----|
|                                     | 42 Children's Circulation:         -2 |
|                                     | 43 Children's Program Attend:     -2 |
|-----|
|<Esc> Exit  <F5> Save Record  <F7> Errors |
|<F1> Help  <F3> List Outlets  <F9> Prev Record  <F10> Next Record |

```

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 3 -+
| LIB ID#: 002 FSCS ID#: WY0001 NAME: ALBANY COUNTY LIBRARY SYSTEM |
|                                                                    [FY97] |
|----- ELECTRONIC TECHNOLOGY -----|
|----- OPERATING EXPENDITURES -----|
| 44 Materials in Electronic |
|   Format Exp:              -2 |
|   (also include in #25)    |
| 45 Electronic Access Exp:  -2 |
|   (also include in #26)    |
|----- LIBRARY COLLECTION -----|
| 46 Materials in Electronic |
|   Format:                  -2 |
|----- ACCESS AND USE -----|
| 47 Electronic Services Access |
| 48 Internet Access:          |
| 49 Internet Use Code:        |
|-----|
| <Esc> Exit   <F5> Save Record  <F7> Errors |
| <F1> Help   <F3> List Outlets  <F9> Prev Record  <F10> Next Record |

```

## Outlet Data Entry Screen (p. 1)

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 --+
|----- IDENTIFICATION -----|
|01 LIB ID: 002                  1A FSCS ID:WY0001                [FY97]|
|02 Name:  ALBANY COUNTY LIBRARY SYSTEM|
|03 Address:3310 SOUTH 8TH ST          04 City:LARAMIE|
|4A County:ALBANY COUNTY              05 Zip1:82070  06 Zip2:3969|
|07 Phone:  (307) 745-3365|
|7A Interlibrary Relationship: NO      +----- FTE STAFF -----|
|7B Legal Basis:  CO                  |
|7C Administrative Structure:  MO      | 13 ALA-MLS:                -2.00|
|--+-[ VIEW/UPDATE DATA ENTRY SCREEN - OUTLET ]-----+0
|
|08| 01 Lib ID: WY0001-007              1A FSCS ID:  WY0001-007      |0|
|   | 02 Name:  SENTENNIAL LIBRARY BRANCH|
|   | 03 Address:(NO STREET ADDRESS)|
|--| 04 City:  CENTENNIAL              05 County:ALBANY|
|   | 06 Zip1:82055  07 Zip2:9998      08 Phone: (307) 000-0000      |2|
|09| 09 Outlet Type Code:BR            10 Metropolitan Status Code:NO|
|10| 11 Population of the Legal        12 Number of Bookmobiles: 0    |2|
|11|   Service Area by Outlet:A|
|12| 13 Web Address:http://|
|
|-----+2
|   (Display Only)
|
+-----+
<Esc> Exit  <Alt-R> Replicate Administrative Entity
<F1> Help  <F3> List Outlets  <F5> Save  <F9> Prev Record  <F10> Next Record

```

## Appendix G—Data Element Definitions

### State Characteristics Data element Definitions

Note: The items below are answered by the state library agency.

#	Data Element Name	Data Element Definitions and Notes
01	State (Automatic Display)	<p>Definition: This is the standard two-letter state abbreviation automatically assigned by DECPLUS.</p> <p>Note: See Appendix I.</p>
02	FSCS Submission Year (Automatic Display)	<p>Definition: This is the year in which these FSCS data are submitted to NCES and is automatically assigned by DECPLUS.</p>
03	Reporting Period Starting Date	<p>Definition: This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.</p>
04	Reporting Period Ending Date	<p>Definition: This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.</p>
05	Official State Total Population Estimate	<p>Definition: This is the most recent official total population figure for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.</p>
5A	Total Unduplicated Population of Legal Service Areas	<p>Definition: This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by DECPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the DECPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by DECPLUS. For states which do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.</p> <p>Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.</p>



## Administrative Entity Data Element Definitions

### DECPLUS Non Data Element Definition

#### Administrative Entity

Definition: This is the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group (for example, the population of a local jurisdiction, the population of a state, or the public libraries located in a particular region). The Administrative Entity may be administrative only and have no outlets, it may have a single outlet, or it may have more than one outlet.

#	<u>Data Element Name</u>	<u>Data Element Definitions and Notes</u>
01	LIB ID (Optional)	Definition: This is the state-assigned identification code for the administrative entity.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES to the administrative entity.
02	Name	Definition: This is the legal name of the administrative entity.  Note: Provide the name of the public library. If the administrative entity is a state library agency or a system, federation, or cooperative service, provide its name.
03	Street Address	Definition: This is the complete street address of the administrative entity.  Note: Do not report a post office box or general delivery.
04	City	Definition: This is the city or town in which the administrative entity is located.
4A	County of the Entity	Definition: This is the county in which the administrative entity is located.
05	Zip1	Definition: This is the standard five-digit postal zip code for the street address of the administrative entity.
06	Zip2	Definition: This is the four-digit postal zip code extension for the street address of the administrative entity.
07	Phone	Definition: This is the telephone number of the administrative entity, including area code.  Note: Report telephone number without spacing or punctuation.
07A	Interlibrary Relationship Code	Select one of the following:  HQ — Headquarters of a System, Federation, or Cooperative Service. (Include any system, federation, or cooperative service member acting in this role.) ME — Member of a System, Federation, or Cooperative

Service, but not the headquarters.  
NO — Not a Member of a System, Federation, or Cooperative Service.

HQ — Headquarters of a System, Federation, or Cooperative Service

Definition: The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service.

ME — Member of a System, Federation, or Cooperative Service

Definition: An autonomous library joined by formal or informal agreement(s) with other autonomous libraries to perform various services cooperatively, such as resource sharing, communications, etc. This does include libraries that are part of multitype library systems, federations, or cooperative services. This does not include multiple outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

Note: For the purposes of this classification, networks such as OCLC and Internet are not considered systems, federations, or cooperative services.

## 7B Legal Basis Code

Definition: The legal basis is the type of local government structure within which the entity functions.

Note: For combined libraries (i.e., combined school/public libraries or academic/public libraries) use the specific SP or AP codes instead of the other legal basis codes.

Select one of the following:

AP — Combined Academic/Public Library  
CI — Municipal Government (city, town or village)  
CO — County/Parish  
MJ — Multi-jurisdictional  
NL — Native American Tribal Government  
NP — Non-profit Association or Agency  
SC — School District  
SL — State Library Agency  
SD — Special Library District (authority, board, commission)  
SP — Combined School Media Center/Public Library  
OT — Other

AP — Combined Academic/Public Library

Definition: A library serving as both a college or university library and public library which is governed, funded, and operated by one or more legally constituted administrative

jurisdictions.

CI — Municipal Government (city, town or village)

Definition: A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO — County/Parish

Definition: An organized local government authorized in a state's constitution and statutes and established to provide general government.

MJ — Multi-jurisdictional

Definition: An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

NL — Native American Tribal Government

Definition: An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP — Non-profit Association or Agency

Definition: An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SC — School District

Definition: An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

SL — State Library Agency

Definition: That agency within each of the states and territories which administers the Federal Library Services and Construction Act funds and which is authorized by a state to develop library services in the state. It may also provide direct services to the public.

SD — Special Library District (authority, board, commission)

Definition: This is a district, authority, board or commission authorized by state law to provide library services.

SP — Combined School Media Center/Public Library

Definition: A library serving as both a school media center and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

OT — Other

## 7C Administrative Structure Code

Definition: This code identifies an autonomous library entity that has its own governance and funding.

Select one of the following:

AO — Administrative Entity Only

MA — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

MO — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

SO — Administrative Entity with a Single Direct Service Outlet

AO — Administrative Entity Only

Definition: An Administrative Entity that does not serve the public directly and has no direct service outlets but may provide staff, materials, and services to other libraries; may receive and spend funds on behalf of other libraries; or may contract with other libraries to provide various library services. Examples are headquarters of systems, federations, or cooperative services.

MA — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

Definition: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of central librar(ies), branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

Definition: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of a central librar(ies), branch(es), bookmobile(s), and/or books-by-mail only.

SO — Administrative Entity with a Single Direct Service Outlet

Definition: An Administrative Entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

7D FSCS Public Library Definition

Answer <Y>es or <N>o to the following question: Does this public library meet all the criteria of the FSCS public library definition?

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.

08 Population of the Legal Service Area

Definition: The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources. For administrative entities that do not serve the public directly and have no outlets (e. g., a system, federation, or cooperative service), this number shall be zero.

09 Number of Central Libraries

Definition: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Not all administrative entities have a central library and some administrative entities have more than one central library.

10 Number of Branch Libraries

Definition: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

11 Number of Bookmobiles

Definition: A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public.

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

12 Number of Books-by-Mail Only  
(Automatic Display)

This is a count generated automatically by DECPLUS (Automatic Display) based on response to Outlet Type Code (See Data Element #9 on the Outlet file.)

**PAID STAFF (FULL-TIME EQUIVALENT)**

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

13 ALA-MLS

Definition: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

14 Total Librarians

Definition: Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (Data Element #13).

15 All Other Paid Staff

Definition: This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

16 Total Paid Employees

Definition: This is the sum of total librarians (Data Element #14) and all other paid staff (Data Element #15).

**OPERATING INCOME**

Report income used for operating expenditures as defined below. Include federal, state, or other grants. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year. (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

17 Local Government Income

Definition: This includes all tax and non-tax receipts designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees.

18 State Government Income

Definition: These are all funds distributed to public libraries by State government for expenditure by the public libraries,

except for federal money distributed by the State. This includes funds from such sources as penal fines, license fees, and mineral rights.

19 Federal Government Income

Definition: This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.

20 Other Income

Definition: This is all income other than that reported by Local, State, and Federal (Data Elements #17, #18, and #19). Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.

21 Total Income

Definition: This includes income from the Local government, the State government, the Federal government, and all other income (The sum of Data Elements #17 through #20).

**OPERATING EXPENDITURES \***

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not reported.

22 Salaries & Wages Expenditures

Definition: This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.

23 Employee Benefits Expenditures \*

Definition: These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

24 Total Staff Expenditures

Definition: This includes salaries and wages (Data Element #22), and employee benefits (Data Element #23).

25 Collection Expenditures

Definition: This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, microforms, machine-readable materials, audiovisual materials, etc. It also includes operating expenditures for library materials in electronic format (Data Element #44).

26 Other Operating Expenditures

Definition: This includes all expenditures other than those for staff (Data Element #24) and collection (Data Element #25). It also includes operating expenditures for electronic access (Data Element #45).

Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.

27 Total Operating Expenditures

Definition: This includes total expenditures on staff, total expenditures on collection, and other operating expenditures (Data Elements #24, #25, and #26).

28 Capital Outlay

Definition: These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in the definition.

## LIBRARY COLLECTION

Note: Report physical units for items 29—33 and 46. For smaller libraries when volume data are not available, title information may be substituted. Items which are packaged together as a unit (e.g., two compact discs or two video cassettes) and are generally checked out as a unit, should be counted as one physical unit.

29 Book/Serial Volumes

Definition: Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.

30 Audio

Definition: These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.

31 Film

No longer collected.

32 Video

Definition: These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.

33 Subscriptions \*

Definition: This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. These are print and microfilm subscriptions only; not electronic or digital subscriptions.

Note: Count print subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles,



including duplicates, not individual issues. Include the total number of subscriptions for all outlets.

## SERVICES

34 Unduplicated Hours

No longer collected

35 Public Service Hours per Year

Definition: This is the sum of annual public service hours for outlets.

Note: Include the hours open for public service for centrals (data element #9), branches (data element #10), bookmobiles (data element #11), and books-by-mail only (data element #12). For each bookmobile, count only the hours during which the bookmobile is open to the public. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

36 Library Visits

Definition: This is the total number of persons entering the library for whatever purpose during the year.

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

37 In-Library Use

No longer collected.

38 Reference Transactions

Definition: A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non- printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, or by electronic-mail from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the

count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

39 Total Circulation

Definition: The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

## INTER-LIBRARY LOANS

40 Provided To

Definition: These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

41 Received From

Definition: These are library materials, or copies of the materials, received by one library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

## CHILDREN'S SERVICES

42 Circulation of Children's Materials

Definition: The total annual circulation of all children's materials in all formats to all users. It includes renewals.

43 Children's Program Attendance

Definition: The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.

Note: Output Measures for Public Library Service to Children; A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under.

## ELECTRONIC TECHNOLOGY

44 Operating Expenditures  
For Library Materials in  
Electronic Format  
(also include in #25)

Definition: Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.

Note: These expenditures should also be included in

Collection Expenditures (Data Element #25) on the Administrative Entity screen.

45 Operating Expenditures  
for Electronic Access  
(also include in #26)

Definition: Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery.

Note: Report only operating expenditures. These expenditures should also be included in Other Operating Expenditures, item #26 on the administrative entity screen. Do NOT report capital expenditures for items in this category.

46 Number of Library Materials  
in Electronic Format

Report the number of physical units such as CD-ROMS, magnetic tapes and magnetic disks that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

47 Access to Electronic Services \*

Answer <Y>es or <N>o to the following question: Does your library provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products)?

These are electronic services provided due to subscription, lease, license, consortial membership or agreement. Include full-text serial subscriptions and electronic databases received by the library or an organization associated with the library.

48 Access to Internet

Answer <Y>es or <N>o to the following question: Does the public library have access to the Internet?

The Internet is the collection of networks that connects government, university, and commercial agencies (e.g., NSFNET, WestNet, etc.) and is unified by the use of a single protocol suite, TCP/IP.

Report the library as providing Internet access only if one or more of the following services are accessible: telnet, gopher, file transfer protocol, or community network. Do not report a library that has access to electronic mail only.

If the public library has access to the Internet as defined in

the three preceding sentences, respond <Y>es to this data element and answer Internet Use Code (Data Element #49). If the library does not have access to the Internet, respond <N>o, and leave Data Element #49 blank.

#### 49 Internet Use Code

If the library has Internet access, is Internet used by (select one):

- ST — library staff only
- PI — patrons through a staff intermediary only
- PE — patrons either directly or through a staff intermediary
- UK — unknown

\* Definition has been revised.

## Outlet Data Element Definitions

<u>#</u>	<u>Data Element Name</u>	<u>Data Element Definitions and Notes</u>
01	LIB ID (OPTIONAL)	Definition: This is the state-assigned identification code for the Outlet.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the Administrative Entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
02	Name	Definition: This is the name of the Outlet.
03	Street Address	<p>Definition: This is the complete street address of the Outlet.</p> <p>Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.</p>
04	City	Definition: This is the city or town in which the Outlet is located.
05	County of the Outlet	Definition: This is the county in which the Outlet is located.
06	Zip1	Definition: This is the standard five-digit postal zip code for the street address of the Outlet.
07	Zip2	Definition: This is the four-digit postal zip code extension for the street address of the Outlet.
08	Phone	<p>Definition: This is the telephone number of the Outlet, including area code.</p> <p>Note: Report telephone number without spacing or punctuation.</p>
09	Outlet Type Code	<p>Definition: An outlet is a unit of an Administrative Entity that provides direct public library service.</p> <p>Select one of the following:</p> <p>BM — Books-by-Mail Only BR — Branch Library BS — Bookmobile(s) CE — Central Library</p> <p>BM — Books-by-Mail Only</p> <p>Definition: A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail</p>

and by telephone only. Only Books-by-Mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

BR — Branch Library

Definition: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

BS — Bookmobile(s)

Definition: A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regular scheduled hours (bookmobile stops) for being open to the public.

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.

CE — Central Library

Definition: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Not all Administrative Entities have a central library and some Administrative Entities have more than one central library.

10 Metropolitan Status Code

Select one of the following. Bookmobiles should report the code which best describes their primary service area.

CC — Within the city limits of the central city of a Metropolitan Area.

NC — Metropolitan Area, but not within central city limits.

NO — Not in a Metropolitan Area.

UK — Unknown

Note: Contact the state data center for specific information about Metropolitan Areas in your state.

CC — Central City

Definition: The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not

included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.

NC — Metropolitan Area, but not within central city limits.

Definition: A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

11 Population of the Legal Service  
Area by Type of Outlet

Definition: This is the estimate of the portion of the service area population targeted for services by the outlet.

Select one of the following ranges:

- A — 1—999
- B — 1,000—2,499
- C — 2,500—4,999
- D — 5,000—9,999
- E — 10,000—24,999
- F — 25,000—49,999
- G — 50,000—99,999
- H — 100,000—249,999
- I — 250,000—499,999
- J — 500,000 or more
- U — Unknown

12 Number of Bookmobiles in  
the Bookmobile Outlet Record

Definition: The number of bookmobiles in the book mobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS - Bookmobile(s) (see Outlet Data Element #9). A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regular scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

13 Web Address \*\*

Definition: This is the Web Address of the outlet.  
http://\_\_\_\_\_

\*\*New data element.





## Appendix H—State Codes

Post Office State Code	State Name	FIPS Code
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56

<b>Post Office Territory Code</b>	<b>Territory Name</b>	<b>FIPS Code</b>
GU	Guam	66
MP	Northern Mariana Islands	69
PW	Palau	70
PR	Puerto Rico	72
VI	Virgin Islands	78

## Appendix I—Edit Checks

Note that this appendix applies primarily to edit check messages generated during the data import edit check procedure. On-screen edit check messages (generated during direct data entry at the keyboard) are similar, but not identical, because of the different data entry mode. During data import, DECPLUS cannot force the user to enter valid data. Thus, it is possible to *import* blank data or '-2' (DECPLUS warns the user in such cases). However, during *keyboard data entry*, this is **not** possible. Either way, DECPLUS does not allow any data file to be submitted to NCES (option 'L—Save File to Send to NCES') if there are any data elements that contain a '-2'.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
00	No LIB ID provided. DECPLUS will create one for you ....	This item has been left blank. DECPLUS will automatically assign a system generated LIB ID.
01	Library NAME is blank	NAME (Data Element #02 on the Administrative Entity screen or Outlet screen) has been left blank or is -2.
02	ADDRESS or CITY is blank	ADDRESS (Data Element #03 on the Administrative Entity screen or Outlet screen) or CITY (Data Element #04 on the Administrative Entity screen or Outlet screen) has been left blank or is -2.
03	ZIP1 is blank or not valid	ZIP1 (Data Element #05 on the Administrative Entity screen or Data Element #06 on the Outlet screen) has been left blank, is -2, or is not a valid 5-digit number.
04	ZIP2 (ZIP+4) is blank or not valid	ZIP2 (Data Element #06 on the Administrative Entity screen or Data Element #07 on the Outlet screen) has been left blank, is -2, or is not a valid 4-digit number.
05	PHONE number is blank or not valid	PHONE (Data Element #07 on the Administrative Entity screen or Data Element #08 on the Outlet screen) has been left blank, is -2, or is not a valid 10-digit number.
06	POPULATION OF LEGAL SERVICE AREA is less than or equal to 0.	POPULATION OF LEGAL SERVICE AREA (Data Element #08 on the Administrative Entity screen) has been left blank, is -2, -1, or is 0.
07	No SERVICE OUTLETS are shown	The ADMINISTRATIVE STRUCTURE CODE (Data Element #07C on the Administrative Entity screen) equals 'MA', 'MO', or 'SO' and the sum of CENTRALS (Data Element #09 on the Administrative Entity screen), BRANCHES (Data Element #10 on the Administrative Entity screen), BOOKMOBILES (Data Element #11 on the Administrative Entity screen) and NUMBER OF BOOKS-BY-MAIL ONLY (Data Element #12 on the Administrative Entity screen) is 0.
08	One or more service outlets is shown, but no CENTRAL outlet.	One or more service outlets is shown, but there is no CENTRAL outlet.
09	ALA-MLS is blank	ALA-MLS librarians (Data Element #13 on the Administrative Entity screen) has been left blank or is -2.
10	TOTAL LIBRARIANS is blank	TOTAL LIBRARIANS (Data Element #14 on the Administrative Entity screen) has been left blank or is -2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
11	OTHER PAID EMPLOYEES is blank	OTHER PAID EMPLOYEES (Data Element #15 on the Administrative Entity screen) has been left blank or is -2.
12	TOTAL PAID EMPLOYEES is 0 or blank	TOTAL PAID EMPLOYEES (Data Element #16 on the Administrative Entity screen) has been left blank, is -2, or is 0.
13	ALA-MLS is greater than TOTAL LIBRARIANS	The number of ALA-MLS librarians (Data Element #13 on the Administrative Entity screen) is greater than TOTAL LIBRARIANS (Data Element #14 on the Administrative Entity screen).
14	LOCAL GOVERNMENT INCOME is blank	LOCAL GOVERNMENT INCOME (Data Element #17 on the Administrative Entity screen) has been left blank or is -2.
15	STATE GOVERNMENT INCOME is blank	STATE GOVERNMENT INCOME (Data Element #18 on the Administrative Entity screen) has been left blank or is -2.
16	FEDERAL GOVERNMENT INCOME is blank	FEDERAL GOVERNMENT INCOME (Data Element #19 on the Administrative Entity screen) has been left blank or is -2.
17	OTHER INCOME is blank	OTHER INCOME (Data Element #20 on the Administrative Entity screen) has been left blank or is -2.
18	TOTAL OPERATING INCOME is 0 or blank	TOTAL OPERATING INCOME (Data Element #21 on the Administrative Entity screen) has been left blank, is -2, or is 0. If all of the four parts were entered, a total would have been automatically calculated.
19	TOTAL OPERATING INCOME is not equal to the sum of the parts	TOTAL OPERATING INCOME (Data Element #21 on the Administrative Entity screen) is not equal to the sum of LOCAL GOVERNMENT (Data Element #17 on the Administrative Entity screen), STATE GOVERNMENT (Data Element #18 on the Administrative Entity screen), FEDERAL GOVERNMENT (Data Element #19 on the Administrative Entity screen) and OTHER INCOME (Data Element #20 on the Administrative Entity screen).
20	No longer used.	No longer used.
21	SALARIES & WAGES is blank	SALARIES & WAGES (Data Element #22 on the Administrative Entity screen) has been left blank or is -2.
22	EMPLOYEE BENEFITS is blank	EMPLOYEE BENEFITS (Data Element #23 on the Administrative Entity screen) has been left blank or is -2.
23	TOTAL STAFF EXPENDITURES is 0 or blank	TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) has been left blank, is -2, or is 0. If both of the parts were entered, a total would have been automatically calculated.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
24	TOTAL STAFF EXPENDITURES is not equal to the sum of the parts	TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) is not equal to the sum of SALARIES & WAGES (Data Element #22 on the Administrative Entity screen) and EMPLOYEE BENEFITS (Data Element #23 on the Administrative Entity screen).
25	COLLECTION EXPENDITURES is blank	COLLECTION EXPENDITURES (Data Element #25 on the Administrative Entity screen) has been left blank or is -2.
26	OTHER OPERATING EXPENDITURES is blank	OTHER OPERATING EXPENDITURES (Data Element #26 on the Administrative Entity screen) has been left blank or is -2.
27	TOTAL OPERATING EXPENDITURES is 0 or blank	TOTAL OPERATING EXPENDITURES (Data Element #27 on the Administrative Entity screen) has been left blank, is -2, or is 0. If all of the parts were entered, a total would have been automatically calculated.
28	TOTAL OPERATING EXPENDITURES is not equal to the sum of the parts	TOTAL OPERATING EXPENDITURES (Data Element #27 on the Administrative Entity screen) is not equal to the sum of TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen), COLLECTION EXPENDITURES (Data Element #25 on the Administrative Entity screen) and OTHER OPERATING EXPENDITURES (Data Element #26 on the Administrative Entity screen).
29	TOTAL OPERATING INCOME is less than 75% of TOTAL OPERATING EXP	TOTAL OPERATING INCOME (Data Element #21 on the Administrative Entity screen) is less than 75% of TOTAL OPERATING EXPENDITURES (Data Element #27 on the Administrative Entity screen).
30	TOTAL OPERATING EXP is less than 75% of TOTAL OPERATING INCOME	TOTAL OPERATING EXPENDITURES (Data Element #27 on the Administrative Entity screen) is less than 75% of TOTAL OPERATING INCOME (Data Element #21 on the Administrative Entity screen).
31	CAPITAL OUTLAY is blank	CAPITAL OUTLAY (Data Element #28 on the Administrative Entity screen) has been left blank or is -2.
32	BOOK/SERIAL VOLUMES is 0 or blank	BOOK/SERIAL VOLUMES (Data Element #29 on the Administrative Entity screen) has been left blank, is -2, or is 0.
33	AUDIO materials is blank	AUDIO (Data Element #30 on the Administrative Entity screen) has been left blank or is -2.
34	No longer used.	No longer used.
35	VIDEO materials is blank	VIDEO (Data Element #32 on the Administrative Entity screen) has been left blank or is -2.
36	Serial SUBSCRIPTIONS is blank	SUBSCRIPTIONS (Data Element #33 on the Administrative Entity screen) has been left blank or is -2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
37	Annual PUBLIC SERVICE HOURS is 0 or blank	PUBLIC SERVICE HOURS/YR (Data Element #35 on the Administrative Entity screen) has been left blank, is -2, or is 0.
38	Average PUBLIC SERVICE HRS per outlet per week less than 10	Average PUBLIC SERVICE HOURS per outlet per week is less than 10. PUBLIC SERVICE HOURS/YR (Data Element #35 on the Administrative Entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (Data Element #09 on the Administrative Entity screen), BRANCHES (Data Element #10 on the Administrative Entity screen), BOOKMOBILES (Data Element #11 on the Administrative Entity screen) and BOOKS-BY-MAIL ONLY (Data Element #12 on the Administrative Entity screen).
39	Average PUBLIC SERVICE HRS per outlet per week greater than 75	Average PUBLIC SERVICE HOURS per outlet per week is greater than 75. PUBLIC SERVICE HOURS/YR (Data Element #35 on the Administrative Entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (Data Element #09 on the Administrative Entity screen), BRANCHES (Data Element #10 on the Administrative Entity screen), BOOKMOBILES (Data Element #11 on the Administrative Entity screen) and BOOKS-BY-MAIL ONLY (Data Element #12 on the Administrative Entity screen).
40	Annual LIBRARY VISITS in library is 0 or blank	LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) has been left blank, is -2, or is 0.
41	Annual REFERENCE TRANSACTIONS is blank	REFERENCE TRANSACTIONS (Data Element #38 on the Administrative Entity screen) has been left blank or is -2.
42	Annual REFERENCE TRANS per annual LIBRARY VISITS is greater than 1.0	Annual REFERENCE TRANSACTIONS (Data Element #38 on the Administrative Entity screen) per annual LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is greater than 1.0.
43	TOTAL CIRCULATION transactions is 0 or blank	TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) has been left blank, is -2, or is 0.
44	TOTAL CIRCULATION trans per POPULATION LSA is less than 1.0	TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) per POPULATION of LEGAL SERVICE AREA (Data Element #08 on the Administrative Entity screen) is less than 1.0.
45	TOTAL CIRCULATION trans per POPULATION LSA is greater than 20.0	TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) per POPULATION OF LEGAL SERVICE AREA (Data Element #08 on the Administrative Entity screen) is greater than 20.0.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
46	TOTAL CIRCULATION trans per annual LIBRARY VISITS is less than 0.5	TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) per annual LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is less than 0.5.
47	TOTAL CIRCULATION trans per annual LIBRARY VISITS is greater than 6.0	TOTAL CIRCULATION transactions (Data Element #39 on the Administrative Entity screen) per annual LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is greater than 6.0.
48	Inter-library loans PROVIDED TO other libraries is blank	PROVIDED TO (Data Element #40 on the Administrative Entity screen) has been left blank or is -2.
49	Inter-library loans RECEIVED FROM other libraries is blank	RECEIVED FROM (Data Element #41 on the Administrative Entity screen) has been left blank or is -2.
50	A negative number less than -2 is not acceptable	A numeric entry of less than -2 is not valid. As previously stated, -1 is used to denote not collected, not available or not reported, and -2 represents a blank entry.
51	An invalid number or character was used, so the record was not imported.	An invalid number or character was entered, resulting in this record being canceled during the import process. Please correct the problem, and re-import if necessary.
52	INTERLIBRARY RELATIONSHIP CODE is blank or not valid.	INTERLIBRARY RELATIONSHIP CODE (Data Element #7A on the Administrative Entity screen) has been left blank, is -2, or is not a valid code.
53	LEGAL BASIS CODE is blank or not valid.	LEGAL BASIS CODE (Data Element #7B on the Administrative Entity screen) has been left blank, is -2, or is not a valid code.
54	COUNTY is blank.	COUNTY (Data Element #4A on the Administrative Entity screen or Data Element #05 on the Outlet screen) has been left blank or is -2.
55	OUTLET TYPE CODE is blank or not valid.	OUTLET TYPE CODE (Data Element #09 on the Outlet screen) has been left blank or is not a valid code.
56	OUTLET TYPE CODE is 'BS' and NUMBER OF BOOKMOBILES is less than or equal to 0	The Outlet file record has 'BS' for OUTLET TYPE CODE (Data Element #09 on the Outlet screen) and NUMBER OF BOOKMOBILES (Data Element #12 on the Outlet screen) is blank, is -2, or is 0.
57	Data out of range --> See Historical Edit Checks criteria	The change in your data for a particular data element from last year to this year has been determined to be out of an acceptable range. See Appendix H— Historical Edit Checks, for more information.
58	METROPOLITAN STATUS CODE is blank or not valid	METROPOLITAN STATUS CODE (Data Element #10 on the Outlet screen) has been left blank or is not a valid code.
59	POPULATION OF THE LEGAL SERVICE AREA BY OUTLET is blank or not valid	POPULATION OF THE LEGAL SERVICE AREA BY OUTLET (Data Element #11 on the Outlet screen) has been left blank or is not a valid code.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
60 **	Invalid Structure Change, --> See Structure Change Edit Messages	<p>Because an invalid structure change was used, the record was canceled during import. Please correct the problem and re-import if necessary.</p> <p>Structure change edits are as follows:</p> <p><b>**     <u>STRUCTURE CHANGE EDIT MESSAGES</u></b></p> <p>AA     Merge records canceled by user</p> <p>BB     Deleted records could not be found to restore</p> <p>CC     Restore administrative entity canceled by user.</p> <p>DD     Change from outlet to administrative entity import record canceled by user</p> <p>EE     Record canceled by user during import</p> <p>FF     Add new outlet import record canceled by user</p> <p>GG     Change from administrative entity to an outlet canceled by user</p> <p>HH     Reconcile all outlets before administrative entity can change to a outlet</p> <p>II     User selected the same admin. entity for the new outlet as the record changing</p> <p>JJ     Reconcile all outlets before administrative entity can change to a outlet</p> <p>KK     Restore outlet record canceled by user</p> <p>LL     Cannot restore outlet, the administrative entity not found!</p> <p>MM     Record canceled by user during import</p> <p>NN     Outlet import record should be in the administrative entity import file</p> <p>OO     Duplicate record, thus FSCS ID# has already been used</p>
61	ADMINISTRATIVE STRUCTURE CODE is blank or not valid	ADMINISTRATIVE STRUCTURE CODE (Data Element #7C on the Administrative Entity screen) has been left blank, or is not a valid code.
62	NUMBER OF CENTRALS is not equal to the number of central outlet records	NUMBER OF CENTRALS (Data Element #9 on the Administrative Entity screen) is not equal to the number of outlets coded as 'CE' OUTLET TYPE CODE (Data Element #9 on the Outlet screen).
63	NUMBER OF BRANCHES is not equal to the number of branch outlet records	NUMBER OF BRANCHES (Data Element #10 on the Administrative Entity screen) is not equal to the number of outlets coded as 'BR' OUTLET TYPE CODE (Data Element #9 on the Outlet screen).
64	NUMBER OF BOOKMOBILES is not equal to the number of bookmobiles in outlet records coded 'BS'	NUMBER OF BOOKMOBILES (Data Element #11 on the Administrative Entity screen) is not equal to the NUMBER OF BOOKMOBILES (Data Element #12 on the Outlet screen) in Outlet records coded as 'BS' OUTLET TYPE CODE (Data Element #9 on the Outlet screen).



NO.	EDIT MESSAGE	EDIT CONDITION(S)
65	TOTAL CIRCULATION is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS	TOTAL CIRCULATION (Data Element #39 on the Administrative Entity screen) is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS (Data Element #42 on the Administrative Entity screen).
66	Annual LIBRARY VISITS is less than or equal to CHILDREN'S PROGRAM ATTENDANCE	LIBRARY VISITS (Data Element #36 on the Administrative Entity screen) is less than or equal to CHILDREN'S PROGRAM ATTENDANCE (Data Element #43 on the Administrative Entity screen).
67	Outlet is not connected to an administrative entity	No Administrative Entity record with this outlet's FSCS ID can be found.
68	ADMINISTRATIVE STRUCTURE CODE is 'SO' and total number of service outlets is not equal to 1	ADMINISTRATIVE STRUCTURE CODE (Data Element #7C on the Administrative Entity screen) is 'SO' and total number of service outlets (Data Elements #9, 10, 11, and 12 on the Administrative Entity screen) is not equal to 1.
69	ADMINISTRATIVE STRUCTURE CODE is 'MA' or 'MO' and the total number of service outlets is less than or equal to 1	The ADMINISTRATIVE STRUCTURE CODE (Data Element #7C on the Administrative Entity screen) is 'MA' or 'MO' and the total number of service outlets (Data Elements #9, 10, 11, and 12 on the Administrative Entity screen) is less than or equal to 1.
70	TOTAL PAID EMPLOYEES but no TOTAL STAFF EXPENDITURES	TOTAL PAID EMPLOYEES (Data Element #16 on the Administrative Entity screen) is greater than 0 and TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) equals 0.
71	TOTAL STAFF EXPENDITURES but no TOTAL PAID EMPLOYEES	TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) is greater than 0 and TOTAL PAID EMPLOYEES (Data Element #16 on the Administrative Entity screen) equals 0.
72	OUTLET TYPE CODE is 'BR' or 'CE' and NUMBER OF BOOKMOBILES is greater than 0	Outlet record is coded 'BR' or 'CE' for OUTLET TYPE CODE (Data Element #09 on the Outlet screen) and NUMBER of BOOKMOBILES (Data Element #12 on the Outlet screen) is greater than zero. Bookmobiles must not be reported on an outlet record that has OUTLET TYPE CODE 'BR' or 'CE'. If a library has bookmobiles, an outlet record coded 'BS' for OUTLET TYPE CODE (Data Element #09 on the Outlet screen) must be created and the NUMBER OF BOOKMOBILES (Data Element #12 on the Outlet screen) must be reported with this outlet.
73	OFFICIAL STATE TOTAL POPULATION ESTIMATE is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS	OFFICIAL STATE TOTAL POPULATION ESTIMATE (Data Element #5 on the State Characteristics screen) is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (Data Element #5A on the State Characteristics screen)

NO.	EDIT MESSAGE	EDIT CONDITION(S)
74	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is less than or equal to 0, or is greater than the total POPULATION OF LEGAL SERVICE AREA	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (Data Element #5A on the State Characteristics screen) is less than or equal to 0, or is greater than the sum of POPULATION OF LEGAL SERVICE AREA (Data Element #08 on the Administrative Entity screen).
75	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is greater than or equal to COLLECTION EXPENDITURES.	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (Data Element #44 on the Administrative Entity screen) is greater than or equal to COLLECTION EXPENDITURES (Data Element #25 on the Administrative Entity screen).
76	ELECTRONIC ACCESS EXPENDITURES is greater than OTHER OPERATING EXPENDITURES.	ELECTRONIC ACCESS EXPENDITURES (Data Element #45 on the Administrative Entity screen) is greater than OTHER OPERATING EXPENDITURES (Data Element #26 on the Administrative Entity screen).
77	No longer used.	No longer used.
78	ELECTRONIC ACCESS EXPENDITURES are greater than 0, but ELECTRONIC SERVICES ACCESS and INTERNET ACCESS are No, blank, or invalid.	ELECTRONIC ACCESS EXPENDITURES (Data Element #45 on the Administrative Entity screen) are greater than 0 but ELECTRONIC SERVICES ACCESS (Data Element #47 on the Administrative Entity screen) and INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) are No, blank, or invalid.
79	No longer used.	No longer used.
80	INTERNET ACCESS but INTERNET USE CODE is blank or not valid.	INTERNET USE CODE (Data Element #49 on the Administrative Entity screen) has been left blank or is not a valid code but INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) is Yes.
81	INTERNET USE CODE is 'ST', 'PI', or 'PE', but no INTERNET ACCESS.	INTERNET USE CODE (Data Element #49 on the Administrative Entity screen) is 'ST', 'PI', or 'PE', but INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) is No, blank, or invalid.
82	FSCS PUBLIC LIBRARY but no TOTAL STAFF EXPENDITURES.	FSCS PUBLIC LIBRARY (Data Element #7D on the Administrative Entity screen) is Yes but TOTAL STAFF EXPENDITURES (Data Element #24 on the Administrative Entity screen) is less than or equal to 0.
83	FSCS PUBLIC LIBRARY is blank or not valid.	FSCS PUBLIC LIBRARY (Data Element #7D on the Administrative Entity screen) has been left blank or is not a valid code.
84	TOTAL PAID EMPLOYEES is not equal to the sum of its parts.	TOTAL PAID EMPLOYEES (Data Element #16 on the Administrative Entity screen) is not equal to the sum of TOTAL LIBRARIANS (Data Element #14 on the Administrative Entity screen) and OTHER PAID EMPLOYEES (Data Element #15 on the Administrative Entity screen).

NO.	EDIT MESSAGE	EDIT CONDITION(S)
85	No INTERNET ACCESS but INTERNET USE CODE is 'UK'.	INTERNET ACCESS (Data Element #48 on the Administrative Entity screen) is No, but INTERNET USE CODE (Data Element #49 on the Administrative Entity screen) is UK (Unknown). If the library does not have access to the Internet, leave Data Element #49 blank.

## Historical Edit Checks

**Edit 57:** (Note: All historical edits are listed in the Edit Report as Edit 57, followed by the specific data element that is triggering the edit. Example: Edit 57: data element #17. Local Government)

#	DATA ELEMENT	ACCEPTABLE RANGE (Inclusive)
08	Population of Legal Service Area	+25% to -10%
09	Number of Centrals	±1
10	Number of Branches	±2 <b>or</b> ±15%
11	Number of Bookmobiles	±2 <b>or</b> ±15%
12	Other Outlets	No longer collected
13	ALA-MLS	±2 <b>or</b> ±30%
14	Total Librarians	±2 <b>or</b> ±30%
15	All Other Paid Staff	±2 <b>or</b> ±30%
16	Total Paid Employees	±2 <b>or</b> ±30%
17	Local Government	±\$5,000 <b>or</b> +25% to -10%
18	State Government	±\$500 <b>or</b> ±40%
19	Federal Government	No criterion
20	Other Income	No criterion
21	Total Income	±\$5,000 <b>or</b> +25% to -10%
22	Salary & Wages Exp	±\$2,000 <b>or</b> ±20% <b>if</b> within +0.5 to -0.5 FTE on Data Element #16. Otherwise, no criterion
23	Employee Benefits	±\$1,000 <b>or</b> ±20% <b>if</b> within +0.5 to -0.5 FTE on Data Element #16. Otherwise, no criterion
24	Total Staff Exp	±\$2,000 <b>or</b> ±20% <b>if</b> within +0.5 to -0.5 FTE on Data Element #16. Otherwise, no criterion
25	Collection Exp	±\$5,000 <b>or</b> +30% to -15%
26	Other Operating Exp	±\$5,000 <b>or</b> +40% to -10%
27	Total Operating Exp	±\$5,000 <b>or</b> +30% to -10%
28	Capital Outlay	No criterion
29	Book/Serial Volumes	±1,000 <b>or</b> +15% to -5%
30	Audio	±100 <b>or</b> +40% to -10%
31	Films	No longer collected.
32	Video	±100 <b>or</b> +75% to -10%
33	Subscriptions	±20 <b>or</b> +30% to -10%
34	Unduplicated Hrs	No longer collected

#	DATA ELEMENT	ACCEPTABLE RANGE (Inclusive)
35	Public Service Hrs/Yr	No criterion
36	Library Visits	No criterion
37	In-library Use	No longer collected
38	Reference Transactions	No criterion
39	Total Circulation	±5,000 <b>or</b> +25% to -10%
40	Provided To	No criterion
41	Received From	No Criterion
42	Children's Circulation	±5,000 <b>or</b> +50% to -30%